



OFFICE ASSISTANT (General) - Two Positions
BUSINESS SERVICES SECTION (Mailroom)
FINAL FILING DATE: May 14, 2007
PERMANENT/FULL-TIME
MONTHLY SALARY: \$2,006 - 2,679

DEPARTMENT SUMMARY:

Are you interested in working for a department where you know the services you provide make a difference? The Victim Compensation and Government Claims Board (VCGCB) is comprised of approximately 300 employees who help administer various programs. The Victim Compensation Program helps people who have been victimized by violent crime to pay medical bills, funeral expenses, treatment for mental health, lost wages, and other crime-related expenses. The Government Claims Program helps resolve claims filed against the State of California. The Restitution Recovery and Accounting Division ensures restitution fines and orders are levied and collected pursuant to applicable statutes. Our mission is to serve our claimants and stakeholders through effective assistance and timely resolution of claims. The VCGCB is a special fund department under the direction of the State and Consumer Services Agency.

POSITION SUMMARY:

Under the general direction of an Office Services Supervisor II in the Business Services Section (BSS), the Office Assistant (G) at the journey level will perform duties functioning as support staff and has responsibility for processing incoming and outgoing mail.

ESSENTIAL FUNCTIONS:

*****SPECIAL REQUIREMENTS:** Candidate must possess a valid California driver's license and provide a current copy of his/her driving record obtained from the Department of Motor Vehicles. The ability to carry or move objects up to 35 pounds is required. This position involves extensive sitting, bending, stooping and prolonged standing.

In order to provide timely and accurate processing of the mail in accordance with VCGCB policies:

- Pick up mail daily at the Post Office
- Do internal mail delivery once a day.
- Do external messenger run every afternoon using a state vehicle.
- Open and date stamp all incoming mail.
- Assemble and package letters and parcels for overnight mail delivery.
- Record and maintain shipping log.
- Prepare outgoing mail by using an envelope inserter and postage metering machine.

MARGINAL FUNCTIONS:

Performs back-up duties on a rotational basis in the Copy Room, Mailroom and Scan Unit depending upon availability and workloads. Cross-Training will be conducted in these areas with an opportunity to perform the varied functions for designated periods of time.

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. **Position subject to SROA and Re-employment List policies and procedures. **



WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES REQUIRED TO PERFORM DUTIES:

Work Expectations:

- A current and valid CA drivers' license is required for this position.
- Punctuality: be at your respective workstation ready to work at the starting time of your workday as well as return on time read to work after breaks and lunch.
- Able to work in a team environment and get along with co-workers.
- Work efficiently under busy work conditions.
- Attend all mandatory training as required per departmental guidelines.
- Able to adapt to changing job duties and schedule.

PHYSICAL ABILITIES:

- To be able to stand and/or walk on your feet approximately 50 percent of the day.
- Includes sitting using a computer and telephone, grasping and reaching in the performance of daily duties.
- Job will require some balancing, kneeling, bend and stoop.
- The ability to carry or move objects/boxes up to 35 pounds.

MENTAL ABILITIES:

- Follow and understand verbal and written instructions and communications.
- Requires the ability to handle stress and meet deadlines.

SAFETY:

- Understand, follow and enforce all safety rules and procedures.

The VCGCB is located at 400 R Street in an updated building which includes new furniture, carpeting, paint, break/lunch rooms with lots of amenities (i.e., refrigerators, microwaves, toasters, coffee pots). We are conveniently close to restaurants, shopping, highway, bus routes, light rail, a four story parking garage right next door and parking meters located directly in front of the building.

WHO MAY APPLY:

Candidates currently in this classification, with transfer eligibility to this classification, in a reachable rank on an employment list for this classification, or have reinstatement rights to this classification. SROA and Surplus candidates are encouraged to apply. Please include RPA #180/181-BSS on the State Application. Applications will be screened for the most qualified candidates and interviews may be scheduled.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Angela Ramirez/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 491-3805

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